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Job details

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Bulletin Number	16584BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Mental Health
Position Title	COMMUNITY WORKER
Exam Number	28103R
Filing Type	Standard
Filing Start Date	03/06/2013
Filing End Date	03/19/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2257.45
Salary Maximum	3289.09
Position/Program Information	Positions allocable to this journey-level class work under the supervision of health, mental health, or social services professional staff to assist in the provision of services to clients and patients by performing clerical, caregiver, homemaker, and other sub-professional duties. Incumbents must demonstrate knowledge and understanding of the health, mental health, or social services programs to which the position is assigned and the problems of the community group being served.
Essential Job Functions	<p>Facilitates relations between the agency and the community by communicating agency policies and programs to clients, patients, family members, and community residents and conveying community cultural patterns and attitudes to agency professional staff.</p> <p>Receives service referrals from social workers and eligibility workers to assist welfare recipients in a variety of ways such as obtaining food stamps and housing.</p> <p>Serves as an advocate for client/patient access to departmental and community resources.</p> <p>Assists clients, patients, family members, and caregivers in obtaining and completing application forms for benefits and services.</p> <p>Provides emergency services to clients by making referrals to appropriate supportive agencies and arranging for emergency shelter.</p> <p>Takes medical, mental health, family, social, and employment histories and assists clients and patients in completing necessary forms.</p> <p>Informs pregnant teenagers and their families of available medical, mental health, and social services, adoption agencies, and prenatal care providers; educates women in the various methods of birth control.</p>

	Facilitates client development of independent living skills by conducting support groups in subjects such as housekeeping, cooking, shopping, household budgeting, use of public transportation, and attendance to personal grooming and hygiene.
Requirements	<p>Selection Requirements:</p> <p>Option I: Six months of full-time experience working with the public or with community groups performing duties such as interviewing clients or patients concerning health or social service matters, answering questions , and providing information about health, mental health, and social services to clients or patients -OR-</p> <p>Option II: Six months of experience as a Mental Health Peer Advocate in the service of Los Angeles County.*</p> <p>Work performed part-time in the specified capacities will be prorated on a month-for-month basis.</p>
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	* To qualify under Option II, applicants must currently hold the Los Angeles County payroll title of Mental Health Peer Advocate . NO OUT-OF CLASS EXPERIENCE WILL BE ACCEPTED.
Examination Content	<p>This examination will consist of an evaluation of experience based on application information weighted 100%.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.</p>
Special Information	Past and present mental health clients and family members are encouraged to apply.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>Retake: No person may compete for this examination more than once every twelve (12) months.</p>
Application and Filing Information	<p>APPLICATIONS MUST BE FILED ON-LINE ONLY. APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p> <p>Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.</p> <p>All information is subject to verification. We may reject your application at any time during the selection process.</p>

Without prior notice, we may close this examination at any time.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 pm, PST, on the last day of filing.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

Computer and internet access at libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

No sharing User ID and Password: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Applicants must complete and submit their applications, upload required documents (e.g. Resume and/or additional examination related documents, etc.,) as attachment(s) at the time of filing.

Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to fman@dmh.lacounty.gov within five (5) business days of on-line filing. Please include examination number and examination title.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Francis Man

**Department
Contact Phone** (213) 637-0793

**Department
Contact Email** fman@dmh.lacounty.gov

**ADA Coordinator
Phone** (213) 738-2823

Teletype Phone (800) 735-2922

**California Relay
Services Phone** (800) 735-2922

Job Field Social Services

Job Type Paraprofessional

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